

Stewards Academy



Job Description

Position: Cover Supervisor

Line Manager: Deputy Headteacher

Performance Management Reviewer: Deputy Headteacher

Job Purpose

- To supervise classes of pupils during Teacher absence: work will be set by Teachers.
- To supervise pupils during examinations.
- To accompany pupils on trips and at special events.
- To support the work of curriculum departments and pupils.

Main Tasks & Duties

Cover Supervision

The Assistant Headteacher has overall responsibility for Teacher Supply cover. Day to day cover is organised by the Cover manager, with whom you will work closely.

- To follow the Teacher's instructions and keep pupils on task and engaged on their set work.
- To answer general questions and give basic help with work, being especially aware of pupils on the SEN Register who may need additional help.
- To provide feedback on how the lesson went, either to the absent Teacher or Subject Leader, as requested.
- To maintain order and follow the Academy's behaviour management policies and procedures.
- To make appropriate notes and refer any incidents to Teaching staff as necessary.
- To ensure that new homework is noted by pupils in their planners; and collect completed homework.
- To ensure that all equipment and textbooks are collected at the end of the lesson and stored away safely.

- To leave the classroom as neat and tidy as possible.
- To attend school INSET and meetings as identified by the line manager.

Pupil and Curriculum Support

To assist departments with the following as required:

- Coursework deadlines.
- Mentoring small groups of pupils.
- Researching new ideas [eg via Internet], materials, equipment etc.
- The production of curriculum resources.
- Ensuring that equipment is available when required and arranging for repairs as necessary.

Specific responsibilities and duties may be amended from time to time within the scope of the grade as the school develops.

General

- A strong team player [with a sense of humour].
- Successful experience of working with young people, either paid or voluntary.
- The ability to assess priorities and plan work accordingly; to meet tight deadlines; and willing to use initiative.
- Educated to a minimum of GCSE A* - C English and Maths.
- A very high standard of written presentation and verbal communication.
- Good computer keyboard skills.
- A confident, calm manner – able to build a good rapport with pupils and staff.
- An ability to respond effectively to sudden requests and changes of plan, which are typical in a busy secondary school.
- A flexible approach and willingness to adapt as new tasks develop.
- Participate in performance development reviews, including self-review.
- Undertake job related training.
- Understand and follow the Academy's policies and procedures.
- Handle sensitive issues in an appropriate manner.
- Respect confidentiality at all times; and ensure safe-keeping of confidential material.

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Helen Ginger
Headteacher
July 2024**